

CONFIDENTIAL

MUTUAL EXCHANGE APPLICATION FORM

PLEASE NOTE:

You must only complete the form if you have already found a suitable exchange partner and agreed that you would like to swap homes with them. You should not complete this form if you are still looking for an exchanging partner.

Each tenant taking part in the exchange must complete a separate original of this form and must also approach any other landlord involved in the process. Please return all forms at the same time.

DATE STAMP

Guidance notes

Please ensure that you have read and understood the following questions and answers before completing and signing the application form.

What is mutual exchange?

A mutual exchange is a swap of accommodation between two, three, four or more tenants and relies on each party taking up permanent residence of their exchange partner's property.

Can a Council tenant only exchange accommodation with other council tenants?

No, a Council tenant can also apply to exchange accommodation with tenants of housing association or Registered Social Landlords (RSLs). Unfortunately, exchanges with private tenants are not allowed.

Will I get any assistance with removal expenses?

No, L.B.W.F. council is unable to offer any financial help towards the cost of moving. However, if you are in receipt of certain benefits or are on a low Income, you may be able to apply for a Social Fund loan from Waltham Forest Council.

Will I qualify for a downsize incentive payment if I move to smaller accommodation?

In some instances, a tenant may qualify for a downsize incentive payment if they have already been approved for the Council's Downsize Incentive Scheme. However, this may be subject to certain eligibility criteria and you should request further details from the Rehousing Team.

Will an exchange be allowed if either tenant is in rent arrears?

No, ordinarily, each party must have a clear rent account. It is the Council's policy not to allow mutual exchanges where arrears exist.

Am I allowed to clear my exchange partner's rent arrears?

No, this is illegal and could jeopardise both tenancies, resulting in legal action and possible eviction.

Am I allowed to offer a tenant money or any other incentive to persuade them to exchange with me?

No, this is illegal and could jeopardise both tenancies, resulting in legal action and possible eviction.

Will I get any assistance with repairs or decorations?

No, when exchanging accommodation, a tenant is required to accept the property as seen as vacated by the existing tenant. There must be no cost incurred by, L.B.W.F. Council. It is therefore important that you thoroughly inspect your exchanging partner's property and ensure that you are fully aware of the condition that it is in. L.B.W.F. Council will not carry out any general repairs for a new tenant until a period of at least six months has elapsed from the start of a new tenancy. Each tenant should, therefore, report repairs that are necessary in their current properties as soon as possible before moving out.

What will happen if I, or my exchanging partner should change our minds after completing the application form?

The Council will not normally take any action should either tenant withdraw from a mutual exchange. Fortunately, it is not common for a tenant to withdraw an application, although it does happen. It is for this reason that you may also wish to enter into a private contract with your exchange partner(s).

How soon should I start making arrangements to move?

You should not make any arrangements to move until you have received written confirmation that your request to exchange accommodation has been approved by each landlord involved in the process.

What should I do if I have further questions or concerns about my mutual exchange?

If you have any further questions or concerns about your mutual exchange, please contact L.B.W.F Council as soon as possible on 020-8496-3000.

| 1. Your details | |
|--------------------------------|--|
| Name | |
| Address | |
| Postcode | |
| Telephone/mobile number | |
| E-mail address | |

| 2. Your landlord's details (you must supply these details, or your application cannot be processed) | |
|--|--|
| Name of your landlord | |
| Address of your landlord | |
| Postcode | |
| Telephone number | |
| E-mail address of officer dealing with your mutual exchange | |
| Name of your housing officer and officer dealing with your mutual exchange | |

| 3. Your exchange partner(s) details (where you wish to move to) | |
|--|--|
| Name | |
| Address | |
| Postcode | |
| Telephone/mobile number | |
| E-mail address | |

4. Current property details. Please tick ✓

| | | | | |
|-------------------------------|----------------------|--|------------------------------------|--|
| Type of Property | Your property | | Exchange partner's property | |
| | Bungalow | | Bungalow | |
| | House | | House | |
| | Maisonette | | Maisonette | |
| | Flat | | Flat | |
| | Bedsit/studio flat | | Bedsit/studio flat | |
| Number of bedrooms | | | | |
| Number of living rooms | | | | |
| Floor level | | | | |

5. Your family/household details/ names of people moving with you including yourself

| Full name | Age | Sex | Relationship | Date of birth |
|------------------|------------|------------|---------------------|----------------------|
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6. Reasons for requesting exchange (for example: to move near family/employment). Please give name and address of the person or place of work:

7. How did you find your exchange partner? Please place tick ✓

| | |
|-------------------------------|--|
| HomeSwapper register | |
| Friend | |
| Relative | |
| Advert | |
| Other (Please specify below: | |

8. Are you or any member of your household on this application related to your exchange partner? Please place tick ✓

Yes No

L.B.W.F Council's services are open to all and we are committed to treating everyone fairly. To help us do this, we need to know some details about you. Please provide information below that best describes you. Your answers will not be used as part of your application but will allow us to ensure you needs are met as far as possible.

9. Your sexuality, please tick the relevant box

Are you Heterosexual Gay Lesbian Bisexual Prefer not to state

10. Your religion, please tick the relevant box

None Christian Buddhist Hindu Muslim Sikh Jewish Other

if others please specify:

| 11. Ethnic Origin | Self | |
|--|------|-----------------|
| White British | | |
| White Irish | | |
| Any other White background | | Please specify: |
| Black or Black British/Black African | | |
| Black or Black British/Black Caribbean | | |
| Any other black background | | Please specify: |
| Asian or Asian British/Indian | | |
| Asian or Asian British/Pakistani | | |
| Asian or Asian British/Bangladeshi | | |
| Any other Asian background | | Please specify: |
| Mixed: White and Black African | | |
| Mixed: White and Black Caribbean | | |
| Mixed White and Asian | | |
| Any mixed background | | Please specify: |
| Chines | | |
| Others | | Please specify: |

Before signing and returning this application form, please read the following declaration carefully:

I declare that I have inspected my exchange partner's property and I am fully satisfied with its condition. Furthermore, in the event that this exchange is approved, and the tenancy transferred to me, I agree to accept the property in its existing condition as vacated by the outgoing tenant(s).

I also clearly understand that I must not exchange accommodation until L.B.W.F Council has given clear written approval.

Waltham Forest Council are under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies, administering public funds, solely for these purposes.

If accommodation is obtained as a result of incorrect information being stated on this form, action may be taken under the Housing Act 1985 to recover possession of that property.

Before signing this form please ensure that you have fully answered each of the questions on the application. You should note that if we do receive an incomplete form it will be returned to you and it may delay your request to exchange.

Signature of tenant

Date

Signature of joint tenant (if applicable)

Date

Once completed, please return this form to:

L.B.W.F
Cedar Wood House
2D Fulbourne Road
Walthamstow
E17 4GG